



State of Tennessee Department of Children's Services

**Administrative Policies and Procedures: 20.47-DOE**

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**Subject: Access of Medical Records**

Supersedes: DYD 12.50.9

Local policy: LP

Local procedures: No

Requires training: No

**Approved by:**

**Effective date:**

07/01/1990

**Authority:**

TCA 37-5-106

**ACA Standard:**

None

- I. APPLICATION: All Youth Development Centers.
- II. POLICY: It is the policy of the Department of Children's Services that appropriate persons shall have access to student medical records. Access to medical records will be governed by written Youth Development Center policies and will be monitored by qualified medical personnel. Those records will be available twenty-four (24) hours a day, seven (7) days a week to authorized personnel.
- III. PROCEDURES:
1. The person responsible for facility medical services or the Medical Director shall designate personnel who may have access to student medical records.
  2. Medical personnel will share the student's pertinent physical findings with specific notations on positive aspects with the student's counselor. Medical personnel will also share any information causing possible emotional reaction to the student with the student's counselor.
- IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission of Chancery Court, Davidson County, Nashville, Tennessee.)**